

RESOLUTION NO. 89-24

A RESOLUTION AUTHORIZING DESTRUCTION OF  
CERTAIN RECORDS RETAINED BY THE FINANCE DEPARTMENT

In accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of records retained by the Finance Department, an inventory of which is attached hereto marked Exhibit "A", and thereby made a part hereof.

BE IT RESOLVED, by the City Council of the City of Lodi that:

1. The records heretofore identified are no longer required.
2. The City Council of the City of Lodi finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit "A" attached hereto, and the destruction of these records is hereby authorized.

Dated: March 1, 1989

I hereby certify that Resolution No. 89-24 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 1, 1989 by the following vote:

Ayes: Council Members - Hinchman, Olson, Reid and Pinkerton (Mayor)

Noes: Council Members - None

Absent: Council Members - Snider

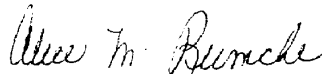
  
Alice M. Reimche  
City Clerk

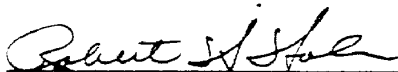
EXHIBIT A

FINANCE DEPARTMENT RECORDS TO BE DESTROYED  
(RESOLUTION NO. 89-24)

1. Deposit slips 7/83-6/85
2. Canceled Bank of America payroll checks 7/83-6/85
3. Canceled Farmers & Merchants Bank accounts payable checks 7/83-6/85
4. Bank statements: Bank of America 7/83-6/85  
Bond Fund, Bank of America 7/83-6/85  
Farmers & Merchants Bank 7/83-6/85  
First Interstate Bank 7/83-6/85  
Library 7/83-6/85
5. Bank reconciliations 7/83-6/85
6. Life insurance reports (Pacific Mutual) 7/84-6/86
7. Dental insurance reports (Travelers) 7/83-6/85
8. Fuel issued tags 7/83-6/85
9. Special allocation files 6/83-7/85
10. Miscellaneous memorandums (journal vouchers) 7/83-6/85
11. Trial balances 7/83-6/85
12. Time cards 7/83-6/85
13. Appropriation ledger sheets 7/84-6/86
14. Administrative leave balances 7/83-6/85
15. Labor distribution reports 7/83-6/85
16. Payroll registers 7/83-6/85
17. Time reports 7/83-6/85
18. Employee balances & step increases 7/83-6/85
19. Overtime reports 7/83-6/85
20. Wage garnishments & judgments 7/81-6/83
21. Union dues listings 7/84-6/86
22. Work order number listings & reports 7/83-6/85
23. Revenue ledgers 7/83-6/85
24. General ledgers 7/83-6/85
25. Accounts payable registers 7/83-6/85
26. Claim vouchers & invoices 7/83-6/85
27. Canceled Dial-A-Ride tickets 7/85-6/87
28. Window receipts (Collections copy) 7/83-6/85
29. Utility billing registers 7/84-6/86
30. Utility meter reading pages 7/84-6/85

31. Refuse billing orders (from Sanitary City) 7/84-6/86
32. Subdivision utility payback records 7/84-6/86
33. Medical premium claim forms 7/83-6/85
34. Dental premium claim forms 7/83-6/85
35. Vision premium claim forms 7/83-6/85
36. Unemployment premium reports 78-6/85
37. Long term disability/life insurance deduction reports  
7/83-6/85

Respectfully submitted,



Robert H. Holm  
Finance Director

RHH:ss

Approved for destruction,



Bobby McNatt  
City Attorney